

ADMINISTRATION AND FINANCE COMMITTEE

DATE: August 18, 2009

CALLED TO ORDER: 5:37 p.m.

ADJOURNED: 8:36 p.m.

ATTENDANCE

ATTENDING MEMBERS

Marilyn Pfisterer
Paul Bateman
Susie Day
Barbara Malone
Jackie Nytes
Joanne Sanders
Ryan Vaughn

ABSENT MEMBERS

AGENDA

PROPOSAL NO. 292, 2009 - amends the Code to reduce the salaries for elected township assessors whose responsibilities were transferred to the county assessor as a result of HEA 1001, 2008 and the 2008 referendum

Do Pass

Vote: 4-3

BUDGET HEARING

Office of the Mayor
Office of Corporation Counsel (City Legal)
Election Board
Voter Registration
County Recorder
County Surveyor

ADMINISTRATION AND FINANCE COMMITTEE

The Administration and Finance Committee of the City-County Council met on Tuesday, August 18, 2009. Chairwoman Marilyn Pfisterer called the meeting to order at 5:37 p.m. with the following members present: Susie Day, Barbara Malone, Jackie Nytes, Joanne Sanders, and Ryan Vaughn. Paul Bateman arrived shortly thereafter. Also present was James Steele Chief Financial Officer of the City-County Council.

BUDGET HEARING

Office of the Mayor

Paul Okeson, Mayor's Office Chief of Staff, said that the structure on the 25th floor includes Economic Development, Charter Schools, the Office of Minorities and Women Business Development, Enterprise Development, Neighborhood Services, Office of International Cultural Affairs and Constituent Services. He said that last year the Mayor's Action Center was moved, and they formalized charter schools in the Mayor's budget so it reflects what is actually being spent. He said that the Mayor's has made a commitment to MAC making callbacks to the constituents to make sure their request has been taken care of. He said that they have added three new positions to the MAC to help satisfy the constituents. Additionally, there were some changes in the chargeback model of the Information Services Agency (ISA), and the Mayor's Office sustained a \$213,000 increase in chargebacks. He said that there are a few other minor changes in the 2010 budget. Mr. Okeson said that there were some detail shifts from people who were hired on as interns, and they switch off from a contract relationship to a more formal relationship. There is a corresponding deficit in Character 03 opposed to Character 01.

Councillor Sanders asked how many approved Full Time Equivalents (FTEs), the Mayor's Office has. Mr. Okeson said they have 63.65 FTEs for the 2010 budget. He said that all positions are filled except for the three MAC positions. Councillor Sanders asked how many positions represent MAC employees. Mr. Okeson said 26 positions represent the MAC.

Councillor Nytes asked if the Greater Indianapolis Progress Committee (GIPC) is apart of the Mayor's Budget. Mr. Okeson answered in the negative. He said that GIPC is privately funded. Councillor Nytes asked if the Sister-City relationships are managed or supported through the Mayor's Office. Mr. Okeson answered in the affirmative. Councillor Nytes asked if the Economic Development function of the Mayor's Office has done any work with regard to the sister-city efforts. Mr. Okeson answered in the affirmative. Councillor Nytes said that she is disappointed that the sister city agreement that the council passed a few years ago has not been carried forward from the standpoint of economic development opportunities. She commended the Mayor's Office for recognizing the importance of staffing in the MAC.

Pat Andrews, Vice President of the Marion County Alliance of Neighborhood Associations (MCANA), asked if the \$986,083 of internal chargebacks are for the MAC. Mr. Okeson answered in the affirmative. Ms. Andrews asked why the Mayor's Office is using consulting services. Mr. Okeson said this service is for the Charter Schools contract that has been ongoing for the last four years.

[Clerk's note: Councillor Bateman arrived at 5:58 p.m.]

Councillor Nytes asked what the expectations are for the City-wide Veterans Service Director. Mr. Okeson said the state notified the Mayor's Office and said that Marion County is one of the few counties in the state that does not have a Veterans Service Officer (VSO). He said that the duties of the VSO involve being a liaison person for veterans' services. Councillor Nytes asked if the state has provided any funding to assist with this kind of outreach. Mr. Okeson answered in the negative. Councillor Sanders asked if the VSO position is included in the 63 FTEs. Mr. Okeson answered in the affirmative. He said that the Mayor's Office will have to re-work the FTEs to create the position.

PROPOSAL NO. 292, 2009 - amends the Code to reduce the salaries for elected township assessors whose responsibilities were transferred to the county assessor as a result of HEA 1001, 2008 and the 2008 referendum

Chairwoman Pfisterer said that because Proposal No. 292, 2009, failed due to a lack of majority, this proposal needs to be added to the agenda.

Councillor Nytes called for a point of order. She said that she told several people that this proposal would not be on the agenda for this meeting.

Councillor Vaughn said that according to the rules, any ordinance that fails for lack of majority is automatically placed on the agenda to be voted on at the next meeting. Councillor Sanders said that this rule only applies to full Council meetings. Councillor Vaughn said it applies to committee meetings as well. Councillor Sanders said that at the last meeting, several questions were asked about the Township Assessors and their residency requirements. She asked if those questions have been answered. Councillor Vaughn said that all of the Township Assessors still meet the residency requirement.

Councillor Nytes said that she does not does support of this ordinance.

Councillor Vaughn said that the Township Assessors are getting paid not to work. He said that when considering a budget the will not give pay increases to employees who are working; it seems foolish that the city would pay the Township Assessors any more than required by law.

Councillor Sanders said that when it was voted on before, it was based on what the former elected officials would receive until the end of their term.

Mike McCormick, Wayne Township Assessor, said that they are still working for the taxpayers. He said that the has been helping people out with variances, appeals, and helped citizens fill out personal property taxes, because the County Assessor's offices said that they were not going to do this anymore. He said that some of the Township Assessors are still unemployed.

Ms. Andrews said that it is not fair that this proposal is being presented yet was not on the notice. Councillor Vaughn moved, seconded by Councillor Day, to send Proposal No. 323, 2009 to the full Council with a "Do Pass" recommendation. The motion carried by a vote of 4-3, with Councillors Bateman, Nytes, and Sanders casting the negative votes.

BUDGET HEARING

Office of Corporation Council

Chris Cotterill, Corporation Counsel, explained the Office of Corporation Counsel's (OCC) 2010 Budget presentation, attached as Exhibit A. Some key points are:

- DCE will be charged for OCC services.
- ISA's charges were reduced by \$52,255.
- \$261,000 will be charged to DCE for 25% of City Prosecutor services and full cost of OCC counseling attorney. This will shift a reasonable amount of property tax-supported services to the violators that cause these costs to be incurred.
- OCC includes 30 lawyers and 15 paralegals, investigators and administrative staff.
- Equal Opportunity's 200+ case backlogs from 2002 have been eliminated.
- More than 90% of the issues in OCC are based on employment discrimination.
- Litigation achievements include the environmental cost recovery cases initiated to clean up Brownfields, litigation against illegal billboards in Marion County, tort claim system implemented and tort claims process refined.
- The litigation initiatives for 2010 are expanding environmental cost recovery case model so that more properties are cleaned up, with costs covered by those who pollute.
- Pothole tort claims are the most significant number of tort claims filed, but the numbers reflect a 15% reduction in tort claims last year.
- Counseling achievements for 2009 include the Perry Township fire consolidation, and assisting the County Assessor with consolidation.
- 85% of all city and county employees have had ethics training, and 70% of all appointees have had ethics training. All ethics training will be completed in less than a year.

Mr. Cotterill said that OCC has taken on the Equal Opportunity Section from the Department of Administration, and has taken on additional City Prosecutors last year. He said in an effort to have a self-funded Department of Code Enforcement (DCE), more cost has been shifted to the DCE.

Chairwoman Pfisterer asked where the funds come from for the environmental cost recovery case. Mr. Cotterill said that some companies had insurance for polluted areas. Because Indiana law is favorable toward claims against insurance companies, the litigation team is working on finding that insurance coverage and then trying to recover from the insurance company for the pollution. Chairwoman Pfisterer asked if this process helps the city clean up polluted areas with no cost to the city. Mr. Cotterill answered in the affirmative.

Councillor Nytes asked if the 51 cases of Civil Rights violations were people filing cases against the city. Mr. Cotterill answered in the affirmative. Councillor Nytes asked if the city is self-insured in these types of cases. Mr. Cotterill answered in the affirmative.

Mr. Cotterill said that the City Prosecutors' primary focus is cleaning up the city. He said the number of achievements that are listed for the City Prosecutor proves there is much more

coordination within the team. He said that the City Prosecutor has planned to do more outreach to make the citizen more aware of their services.

Councillor Sanders asked how many FTEs are approved in the 2010 budget. Mr. Cotterill said that they currently have 45 FTEs and have fluctuated with as many as 50, but are approved for 45 the 2010 budget.

Councillor Nytes asked how the turnover rate is in OCC. Mr. Cotterill said that he has not noticed any turnover. He said that there was a large amount of turnover when the administration changed. Councillor Nytes asked if the salaries for OCC are competitive with the Prosecutor's Office and the Public Defender's Office. Mr. Cotterill said that the starting salary was raised to \$47,000 purposely for lawyers to be above the Prosecutor's Office and the Public Defender's Office.

Ms. Andrews asked what line item contains the contract. Mr. Cotterill said that the contract value is in professional services.

Election Board

Beth White, Clerk of Marion County, explained the Election Board's 2010 Budget presentation attached as Exhibit B. Some key points are:

- Indianapolis/Marion County has 590 total precincts with 581,308 voters that are run by 7 FTEs.
- In 2008, satellite sites were a huge success and 93,000 voters used the early voting option.
- Election Board accomplishments include the yVote! Program, where nearly 1,500 students cast a ballot in the mock presidential election, and The Friends of Democracy program that helps recruit poll workers.
- The Election Board objectives include a new warehouse lease, improvement of poll worker training, continued development of online campaign finance module, and pursuing grant funding for the yVote! Program.
- The Election Board has 7 FTEs and they rely a lot on seasonal workers during an election season.

Ms. White said that they are responsible for conducting elections and, campaign finance, but they are not in charge of voter registration activities. She said that there is a three-member bi-partisan board that oversees the activities of the election board. She said that the number of registered voters has changed due to the reclassifications of voters in Marion County. Ms. White said that they entered into a new service contract for a new vendor to serve the elections. She said that this has changed the way things are budgeted and it will provide for payment over six-year terms, rather than a lump sum.

Councillor Nytes asked who the new vendor is that supplies the voting machines. Ms. White said the new vendor is RBM, which is a new service vendor, made up of people who have previously worked in the industry. She said that they signed the contract in March, and everything has been going very well.

Ms. White said that unlike much of the business with other city and county agencies, election years are very different as the years go forward. 2009 was a not scheduled election year, but there are now

referendums on the ballot for 2009. She said that presidential election years are always the most robust years where they need the most resources, because the turnout is heavier, campaign finance is more complicated, and there are more people on the ballot. She said that 2010 is an interim election year, where there will be a congressional ballot, the United States Senate, state and county wide offices, excluding the governor, and legislative offices. She said it is an intermediate situation between the presidential and the non-scheduled election year, and the different categories, for these purposes are not helpful.

Councillor Day asked if the special elections in 2009 are funded by the people who are asking for the referendums. Ms. White answered in the affirmative. Councillor Day asked how it is planned when one of the referendums is county-wide and the other is in a specific district. Ms. White said that there are four entities requesting a special election. There are three school districts; Perry Township, Franklin Township, and Beech Grove; requesting a district referendum, and the Health and Hospital Corporation requesting a county-wide special election. She said that the methodology that they used has been based on a number of factors. She said that there are some fixed costs, some variable costs, based on precincts, and there are 495 county-wide precincts with only one question for Heath and Hospital. Beech Grove has 10 precincts, Franklin Township will have 25 precincts, and Perry Township has 60 precincts. Ms. White said that they are not sure how many polling sites will be used. Laura Judkins, Administrator of the Election Division, said that Health and Hospital will pay 92%, Perry Township pays 5%, Franklin Township pays 2%, and Beech Grove will pay 1% of the total cost to run this special election.

Councillor Nytes asked if the Council will appropriate the cost of the special election. Ms. White answered in the negative. She said that the Department of Local Government Finance (DLGF) has approved a process whereby an interagency account is being established in the Auditor's Office. When the cost has been determined, the money will come through an interagency transfer from the entities, and the expenditures will be paid out of the fund. Councillor Nytes said that it would be more appropriate if a cost to run a special election is reflected in any reports about the cost of running the Election Board office.

Mr. Steele asked how much the special election is going to cost. Ms. White said that they expect the cost will be about \$1.2 million.

Councillor Sanders asked why there are no line items for unemployment and workers compensation. Mr. Reynolds said that county agencies' unemployment and workers compensations are handled within the Auditor's Office budget.

Councillor Bateman asked when the Election Board plans to move into the new warehouse. Ms. White said that they are not sure when. She said that the plan on moving sometime after the primary elections in 2010. Councillor Bateman asked if another location has been identified. Ms White answered in the negative.

Ms. Andrews asked if the Campaign Finance Report will be searchable online. Ms White answered in the affirmative. Ms. White said that the new equipment is fully certified by the state, and it is in full compliance with the federal government. She said that she does not anticipate the need to expend significant resources on a new system anytime soon.

Voter Registration

Terry Burns, Democratic Ward Member of the Board of Registration, and Cindy Mowery, Republican Ward Member of the Board of Registration, explained the Marion County Board of Voters Registration's 2010 Budget presentation, attached as Exhibit C. Mr. Burns said that part of their job is to make sure all qualified residents of Marion County can register to vote. They also help promote the integrity of the electoral process by maintaining accurate and current voter registration records and serve as a resource for citizens of Marion County to learn how to register to vote and where to vote. Mr. Burns said that their department is made up of 12 individuals evenly divided between both parties to keep the office running. Ms. Mowery said that Character 01 regular salaries at \$509,850, and OFM has reinstated the part-time, temporary salaries to \$23,502. She said that their salaries are without any pay increases, and last year on the three percent pay increase, Voter Registration funded itself. She said that in Character 02, they are asking for \$14,726 which will cover the post cards, the printing toner, and other miscellaneous office supplies. In Character 03, they are requesting \$269,833 for the printing of poll books, postage, building rent, ISA expenditures, and Corporation Counsel chargebacks. She said that in Character 04, they are requesting \$5,000 to replace the high speed scanner/printer. Ms. Mowery said that they cannot find a vendor that can repair the scanner/printer. She said the total proposed budget is \$1,001,080, which is a cut to their budget. She said that they believe that they have enough funding to get through another year.

Chairwoman Pfisterer asked how much their budget has been reduced since last year's budget. Ms. Mowery said that their budget has been decreased about \$125,000 overall.

Ms. Andrews asked if Voter Registration will make any modifications to the two-major party system, since there is now a third qualified party. Ms. Mowery said that the state statute only allows for the two major political parties. She said if there are any changes with the Voter Registration office it would occur at the state legislation. Ms. Andrews asked if a quality control type of process is being used to make sure certain things do not fall through the cracks. Ms. Mowery said that the current staff maintains all the poll books and registration records, and there could possibly be a typo or a problem with a registration; however, 90% of the time, the problem rests with the person that said they registered. Either the information is incorrect, or something is missing that should have been filled out. She said that a letter is sent out when this information is found, and often, that person never gets back to Voter Registration. Ms. Mowery said that the poll book is the best source of quality control. Mr. Burns said that they work with various groups who are out registering voters to education them on how to properly fill out the form. He said that the state is in the beginning stages of looking at the Voter Registration forms to make them easier to fill out.

Councillor Nytes asked when the online voter registration process will begin. Ms. Mowery said that it was passed in the legislation this year and goes into effect in July of 2010. It will be a state-wide process. She said that they do not have a lot of details just yet.

Marion County Recorder

Julie Voorhies, Marion County Recorder, explained the 2010 Budget presentation, attached as Exhibit D. Some key points are:

- The Recorder's Office will maintain and make accessible to the public all Marion County real estate documents using the highest level of industry standards and technology.
- The duties and responsibilities include recording real estate property documents, providing public access to all recorded documents, collecting appropriate recording fees, redacting social security identification numbers from previously recorded documents, and operating the office within the laws and mandated budget.
- The Marion County Recorder's funds are received from the Perpetuation Fund, the General Fund, the Enhanced Access Fund, and the County Security Identification Fund.
- The Recorder's Office is funded both by the fees collected for the Perpetuation Fund and fees collected for recording.
- The 2010 projected revenue for the Recorder's Office is \$3,508,027, and the proposed 2010 budget is \$1.1 million.

Ms. Voorhies said that she put the approved budget in the Characters, instead of the actual spending, so it would reflect the appropriate amount of voluntary decrease that was through with OFM. She said that the Recorder's Office has a new mission statement that comes out of some training that they have been taking nationally. She said that they are moving to a new technology system for the Marion County Recorder's Office. She said that at some point, they will go to Chicago, Illinois to view a system called E-recording. She said that E-recording will allow the bulk of the users, who are mortgage companies, real estate agencies, and title companies, to submit their documents online. She said that documents will go through Optical Character Recognition (OCR), which will highlight the legal requirements. She said that this system will speed up the process. She said that the plan is to educate the staff and the public and have everything ready to go live by June of 2010. Ms. Voorhies said that she has had conversations with the Auditor and the County Assessor to extend the purchase of the software to their office.

Chairwoman Pfisterer asked how much time was saved by purchasing the OCR software. Ms. Voorhies said that it has not yet been installed. She said that she estimates that it will take 1/5 of the time. Chairwoman Pfisterer asked if there are other states that use this system. Ms. Voorhies answered in the affirmative. Chairwoman Pfisterer asked if there will be an online fee for the mortgage lenders to be able to use this system. Ms. Voorhies answered in the negative. She said that there will only be enhanced access fees that they currently charge.

Councillor Malone asked if a person would need to register in order to use the system. Ms. Voorhies answered in the affirmative.

Councillor Sanders asked if the OCR software will interface with the new property system. Ms. Voorhies answered in the affirmative. She said it will make it so that there will be the one system to access the entire document needed for the Recorder, the Assessor, and the Auditor.

Ms. Voorhies said that the salary raises for the Recorder's Office employees is still a problem. She said that she could be a little more creative in some areas to possibly find funds in other areas to provide raises to her staff. She said if their salaries are raised, it would put more taxes back into the system. She said that the current salaries that the employees are making are not at living wage level.

Chairwoman Pfisterer asked if those employees fall into the category of the employees below poverty level. Ms. Voorhies said that they are just above the local poverty level; however, if they qualify for public assistance, then they are below the state's poverty level.

Councillor Nytes said that she encourages those individuals who are involved in contract negotiations to examine whether to continue the pattern of raises that are given to some groups, when there are other employees that are in desperate need of raises.

Councillor Vaughn asked if it is possible to reduce staff numbers and re-appropriate some of that salary funding to the folks that are not getting paid what they merit. Ms. Voorhies said that the system does not agree with what she believes they should earn as a wage. She said that she has the funds to give them a raise. Councillor Vaughn asked what the number of FTEs was in 2009. Ms. Voorhies said that 29 FTEs were approved in 2009. She said that proposed FTEs for 2010 remains the same because of the recommended increases in the health care. Councillor Vaughn asked if last year there was more money to pay fewer people. Ms. Voorhies answered in the affirmative. She said that she is on a five-year plan for reducing the FTEs though attrition.

Councillor Nytes said that maybe a re-examination of the classification of the positions is needed in the Recorder's Office, which may provide a pay increase. Ms. Voorhies said that she welcomes an open discussion about this matter.

Jason Dudich, Deputy Controller said that they would be happy to have Human Resources work with Ms. Voorhies to do a pay analysis. He said that there are about nine employees in the Recorder's Office that will qualify for the recommended pay increase.

Michele Pero, Chief Deputy Recorder, said that they are working with other agencies to eliminate redundancy and streamline processes, which will save on staff time.

Councillor Nytes asked why the microfilm is digitized. Ms. Voorhies said that state law mandates that they provide their images online and have a microfilm copy. Councillor Nytes asked if an outside firm is used to digitize these images. Ms. Voorhies answered in the negative. She said that they are temporarily doing everything in-house.

Ms. Voorhies said there is a savings in Character 04 because they purchased updated equipment in 2008, and this has generated a savings. In Character 02, there is an increase due to postage.

Chairman Pfisterer asked if the Records across the state will approach the state legislation with the thought of the preservation of records so that they do not get lost over time. Ms. Voorhies said that they received a mandate from the Indiana Commission of Public Records to send the original microfilm copies, after they have been replicated, to the state to be archived.

Ms. Andrews asked if the Recorder's Office gave \$1.5 million to the General Fund. Ms. Voorhies answered in the affirmative. Ms. Andrew asked if there is anything in the Recorder's process that would flag potential fraud. Ms. Voorhies said that state statute does not allow her to reject a document when she feels that it is fraud. It only allows her to inform an investigatory agency.

Memorandum of Understanding (MOU) was presented by Debra Jenkins, Marion County Surveyor and Ms. Voorhies, which is attached as Exhibit E. Some key points are:

- The Marion County Recorder and the Marion County Surveyor are sharing costs and expenses through a MOU.
- The MOU is an agreement to share the cost and expenses of daily office operations.
- The Individual offices are autonomous and only share expenses and staff services. Nothing in this agreement is designed to eliminate or take over the duties of each respective office or elected official.
- The total revenue enhancement for the surveyor from the MOU is \$56,155 and the total savings for the Recorder is \$41,155, resulting in \$97,310 combined additional operating expenses.

Ms. Voorhies said that Ms. Jenkins was recognized by the Mayors Office for working with OFM on getting a grant for the Surveyor's Office. She said that they have agreed on ways that they could share staff, since they have similar documents. She said they now share an administrative staff, which is a savings to the Recorder's Office, and it allows the Surveyor to add staff. She said they also share information technology staff, which that helps with planning prior to ISA. Ms. Voorhies said that they generated a savings by sharing space, and this provided a one-stop shop type of office.

Ms. Andrews asked what is in the family and children's services sub-object. Mr. Dudich said this that sub-object is the Preservation Grant, which funds microfilm and digitizing the county maps.

Councillor Nytes asked if the MOU system could be explained at one of the High Performance Government team meetings. Ms. Voorhies answered in the affirmative.

Marion County Surveyor

Ms. Jenkins explained the 2010 Budget presentation, attached as Exhibit F. Some key points are:

- The Marion County Surveyor's mission is to maintain original U.S Public Land System Section Corners, which provides the basis for all property boundaries in Marion County.
- The Marion County Surveyor's funds are received from the Surveyor's Perpetuation Fund, the Surveyor's General Fund, and possible federal grants.
- The Surveyor's Office is mainly funded by a portion of recording fees and copy fees.
- Some cost challenges for 2010 include inefficient, outdated and unusable equipment and software, and a fleet of vehicles that need to be replaced.
- A total of \$35,046 has been saved for 2010 out of the Perpetuation and General Funds, for a total cut of 6.5% for the 2010 budget.

Chairwoman Pfisterer asked if the grant that was received by the Surveyor's Office is reflected in the 2010 budget. Ms. Pero answered in the affirmative.

Councillor Sanders asked what the FTEs are for the Surveyor's Office. Ms. Jenkins said that she has eight FTE positions approved and five filled FTE positions, three shared positions and one seasonal position. She said there is a lot of cross training going on in her office.

Councillor Vaughn asked if the Recorder and the Surveyor positions should be elected or appointed. Ms. Jenkins said that County officials should be elected. This makes someone accountable for the duties that they were elected to do. Ms. Voorhies said they should never take away the right of the taxpayer to vote for their elected officials.

There being no further business, and upon motion duly made, the meeting was adjourned at 8:36 p.m.

Respectfully Submitted,

Marilyn Pfisterer, Chairwoman

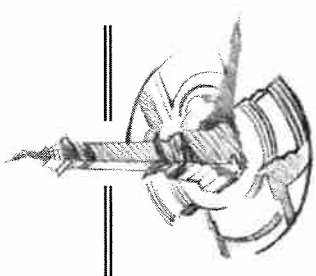
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Office of Corporation Counsel *2010 Budget Overview*

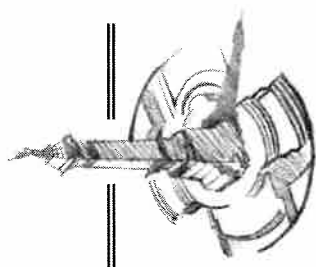
Chris W. Cotterill
Corporation Counsel
08/18/09

Office of Corporation Counsel Mission



*Our mission is to provide
professional legal services
to help our clients make decisions
in the best interests of the
residents and taxpayers of the
City of Indianapolis.*

Budget Proposal



Consolidated City of Indianapolis, Marion County 2010 Introduced Budget

Executive, Legislative, and Administrative Services

OFFICE OF CORPORATION COUNSEL

Source	2007 Actual	2008 Actual	2009 Projected Spend	2010 Dept Request	2010 Introduced	Difference
CONSOLIDATED COUNTY	2,662,447	2,631,965	3,037,884	2,831,645	2,831,645	-206,239
FEDERAL GRANTS	0	0	0	0	0	0
Total:	2,662,447	2,631,965	3,037,884	2,831,645	2,831,645	-206,239
Expenditure						
PERSONAL SERVICES	2,515,366	2,537,622	2,827,705	2,887,178	2,887,178	59,473
MATERIALS AND SUPPLIES	7,121	6,331	7,500	7,500	7,500	0
OTHER SERVICES AND CHARGES	1,948,268	1,748,361	1,776,794	1,713,182	1,713,182	-63,612
PROPERTIES AND EQUIPMENT	120	1,886	5,000	5,000	5,000	0
INTERNAL CHARGES	-1,808,428	-1,662,235	-1,579,115	-1,781,215	-1,781,215	-202,100
Total:	2,662,447	2,631,965	3,037,884	2,831,645	2,831,645	-206,239

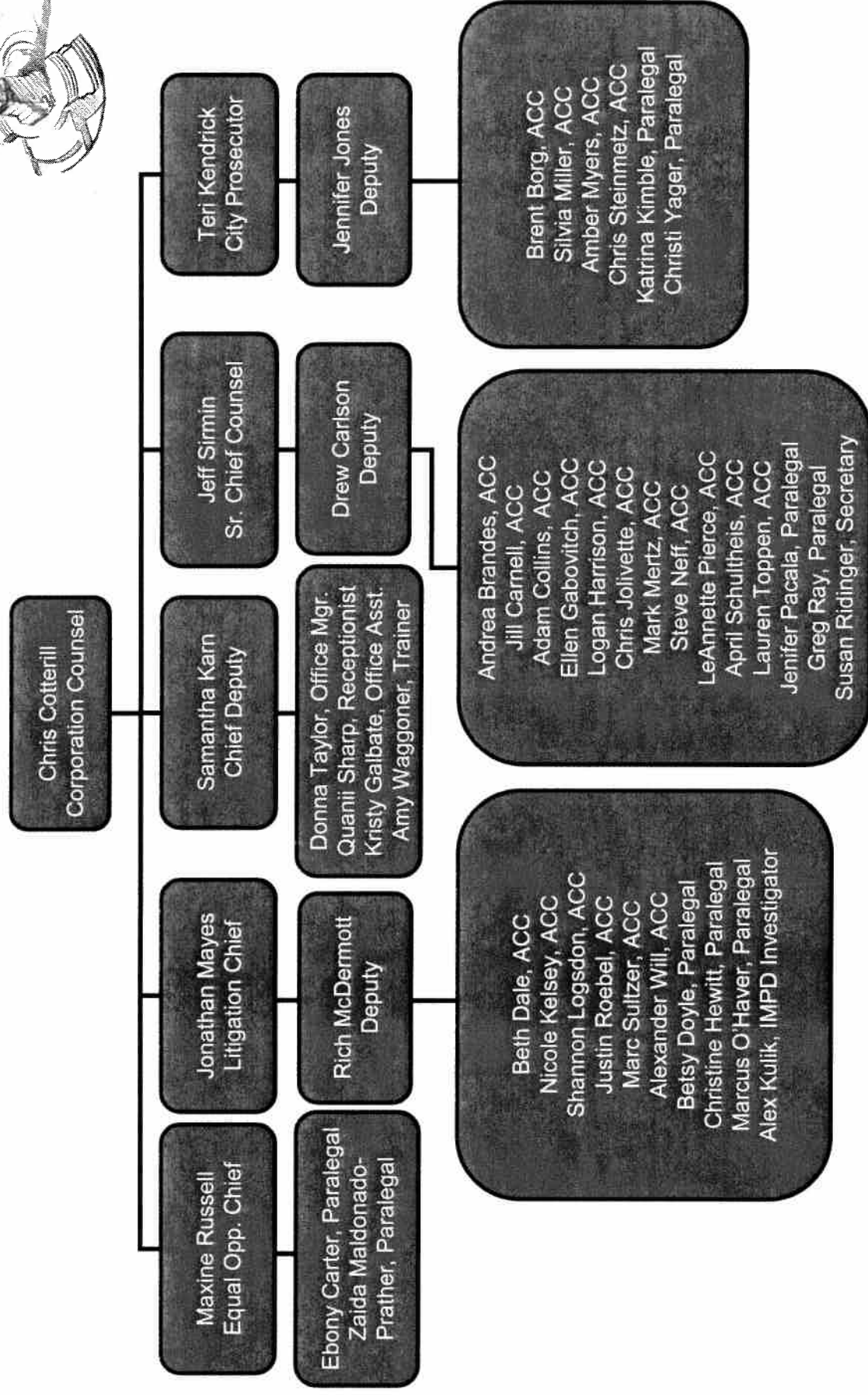
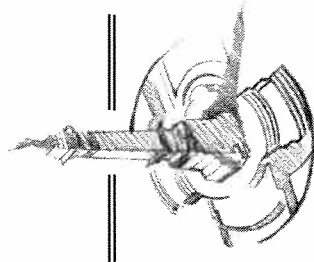
Most Significant Changes Since 2009

■ DCE Will Be Charged for OCC Services

- \$261,000 will be charged to DCE for 25% of City Prosecutor Services and full cost of OCC Counseling Attorney.
- This shifts a reasonable amount of property-tax supported services to the violators that cause these costs to be incurred.
- This ensures that as DCE grows, the City Prosecutor's resources will change accordingly—all to prevent case backlogs.

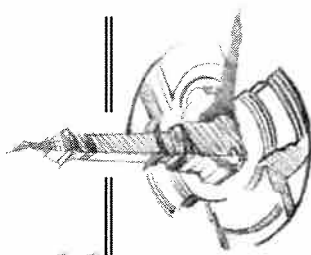
■ ISA Charges to OCC Reduced by \$52,255

OCC Organizational Chart



30 Lawyers and 15 Paralegals, Investigators, & Administrative Staff

Equal Opportunity: We Protect Against



Age Discrimination

Ancestry & National Origin Discrimination

Disability Discrimination

Gender Identity Discrimination

Race & Color Discrimination

Religious Discrimination

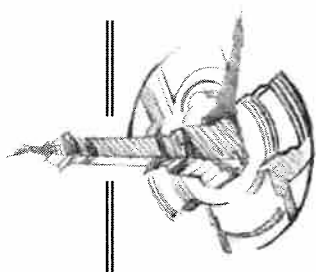
Retaliation

Sex Discrimination / Sexual Harassment

Sexual Orientation Discrimination

U.S. Military Veteran Status Discrimination

Equal Opportunity: 2009 & 2010



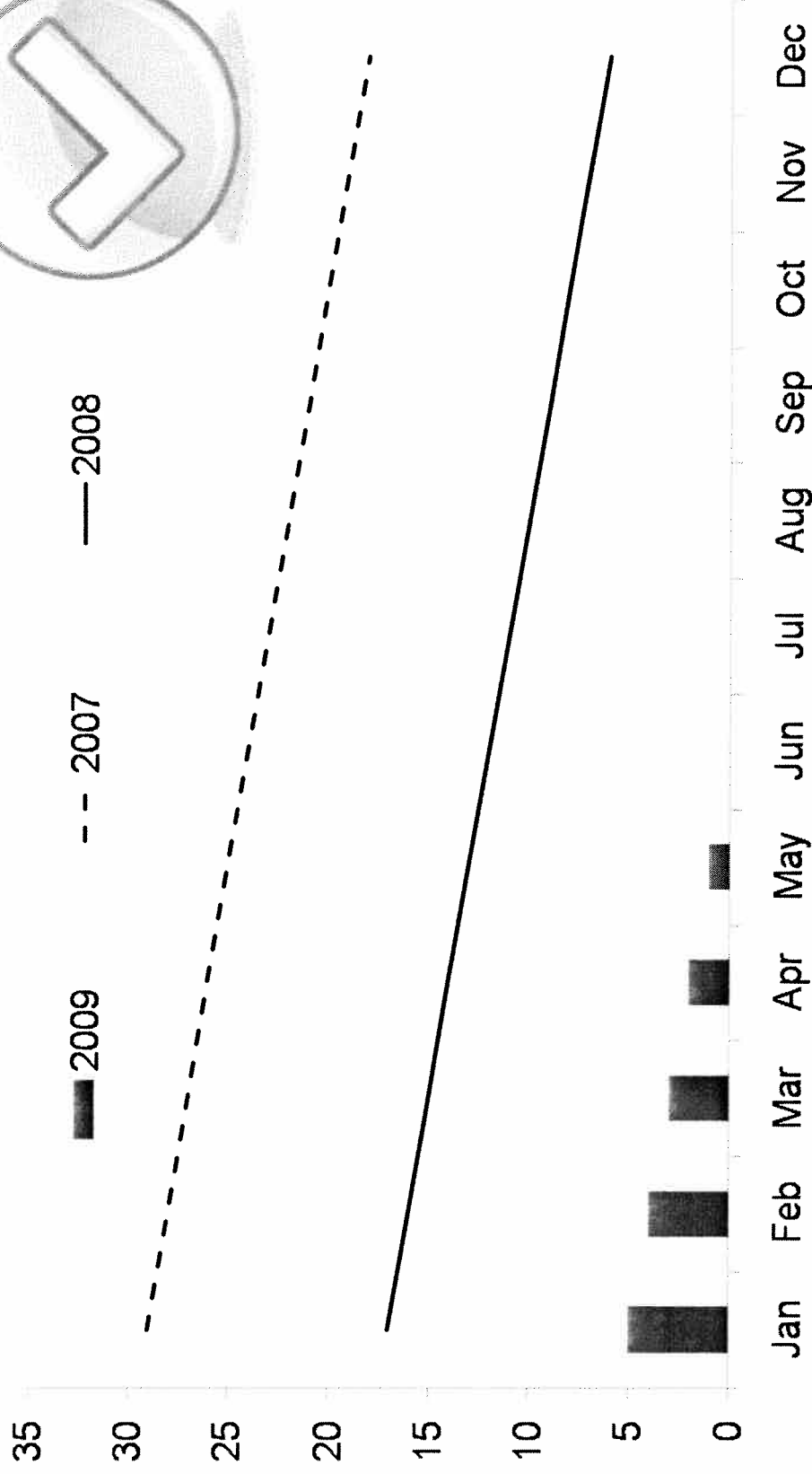
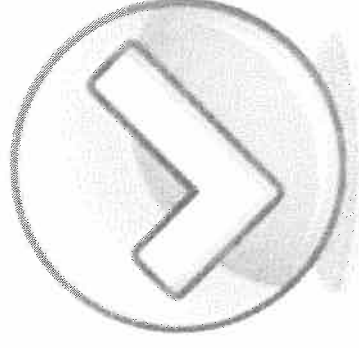
■ 2009 Achievements

- 200+ case backlog from 2002 eliminated
- Overhauled the entire equal opportunity adjudication process
- Case management system implemented
- Outreach Efforts Started
 - New brochures sent to the many organizations, including
 - Indianapolis Urban League; Association of Mexican Leaders in Action (AMLA); Legal Aide; Work-one (Unemployment Office); NAACP; NOW; AARP; Mexico Consulate; INDY Rainbow Chamber of Commerce; Outward Bound; and, Indiana Youth Group
 - Participating in Job Fairs and Expos, including
 - Indianapolis Employment Opportunities 2009 Career Fair
 - 2009 Far Eastside Community Fair
 - Indiana Black Expo
 - IBA Diversity Job Fair
 - Fiesta Indianapolis 2009 (will participate on September 19, 2009)

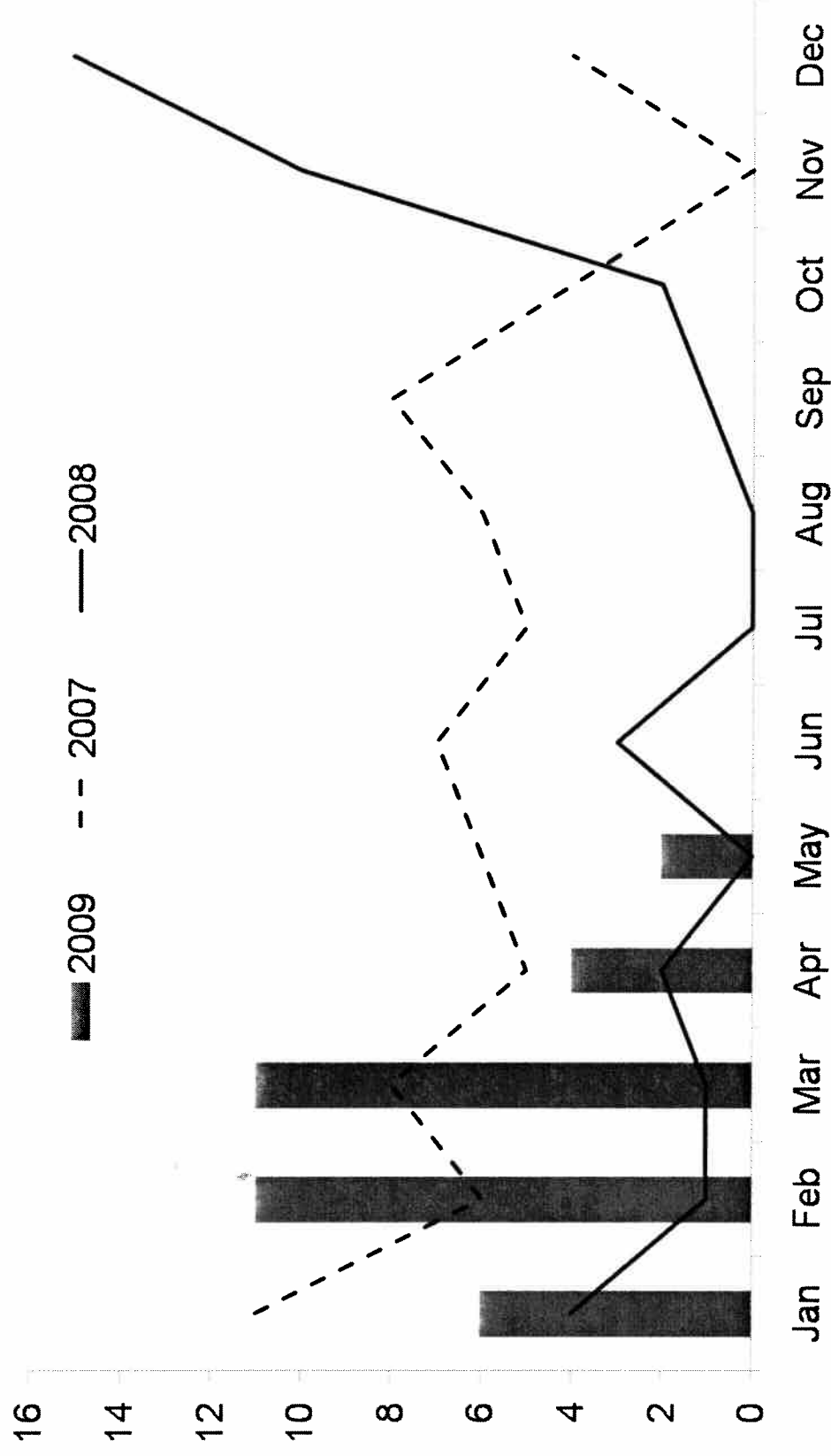
■ 2009-10 Initiatives

- More aggressive print and radio strategy and Spanish language print media
- Training for public, specifically on employment discrimination

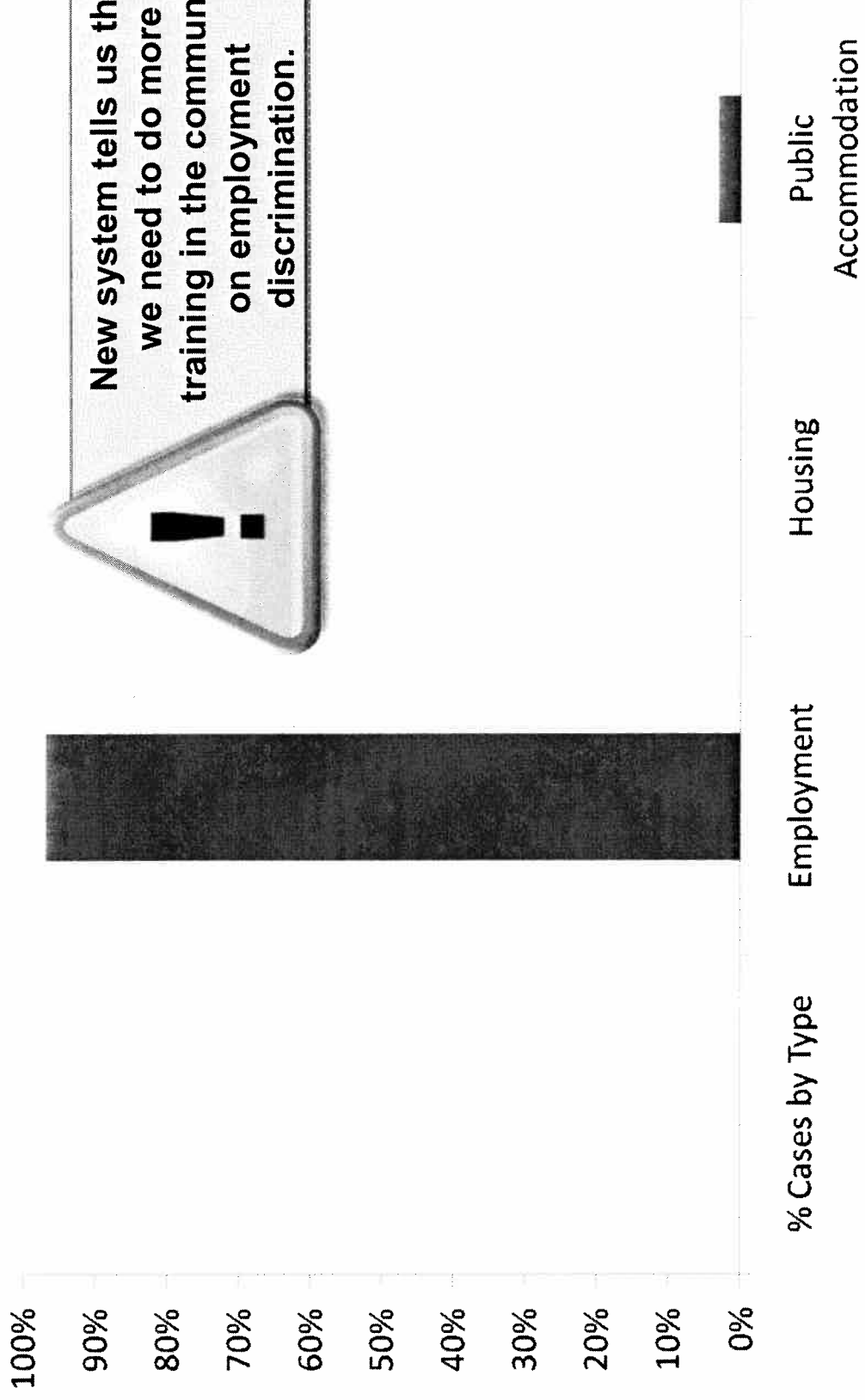
Equal Opportunity Adjudication Cases Pending (#)



Equal Opportunity New Filings



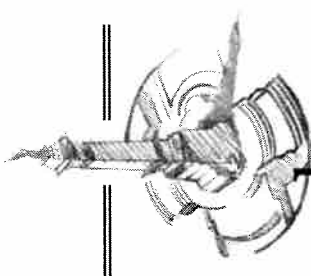
Equal Opportunity Adjudication 2009 Cases by Type



Litigation: 2009 & 2010

■ 2009 Achievements

- Environmental Cost Recovery cases initiated to clean up Brownfields
- Litigation Mitigation Program implemented to stem the root causes of litigation
- Litigation against illegal billboards in Marion County
- Tort claim system implemented and tort claims process refined



■ 2009-10 Initiatives

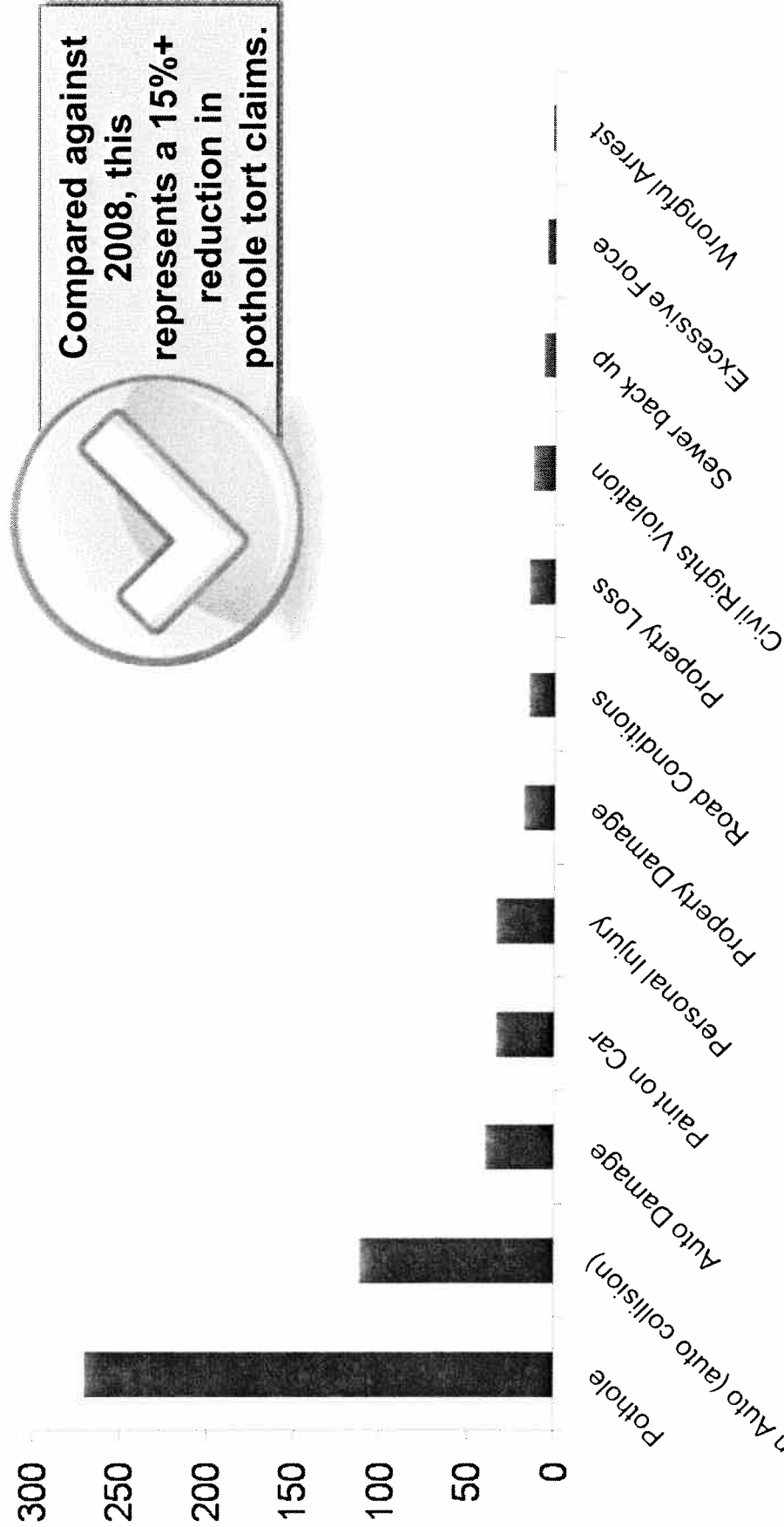
- Expanding Environmental Cost Recovery case model so that more properties are cleaned up, with costs covered by those who pollute

Litigation: Current cases

- 235 Active cases
 - “Negligence” = most common case (n=142)
 - \$1,549,645 = total est. exposure
 - “Civil Rights” = second most common (n=51)
 - \$2,854,000 = total est. exposure
 - Proactive (n=5)
 - \$6,119,140 = total est. recovery

Litigation: Tort Claims

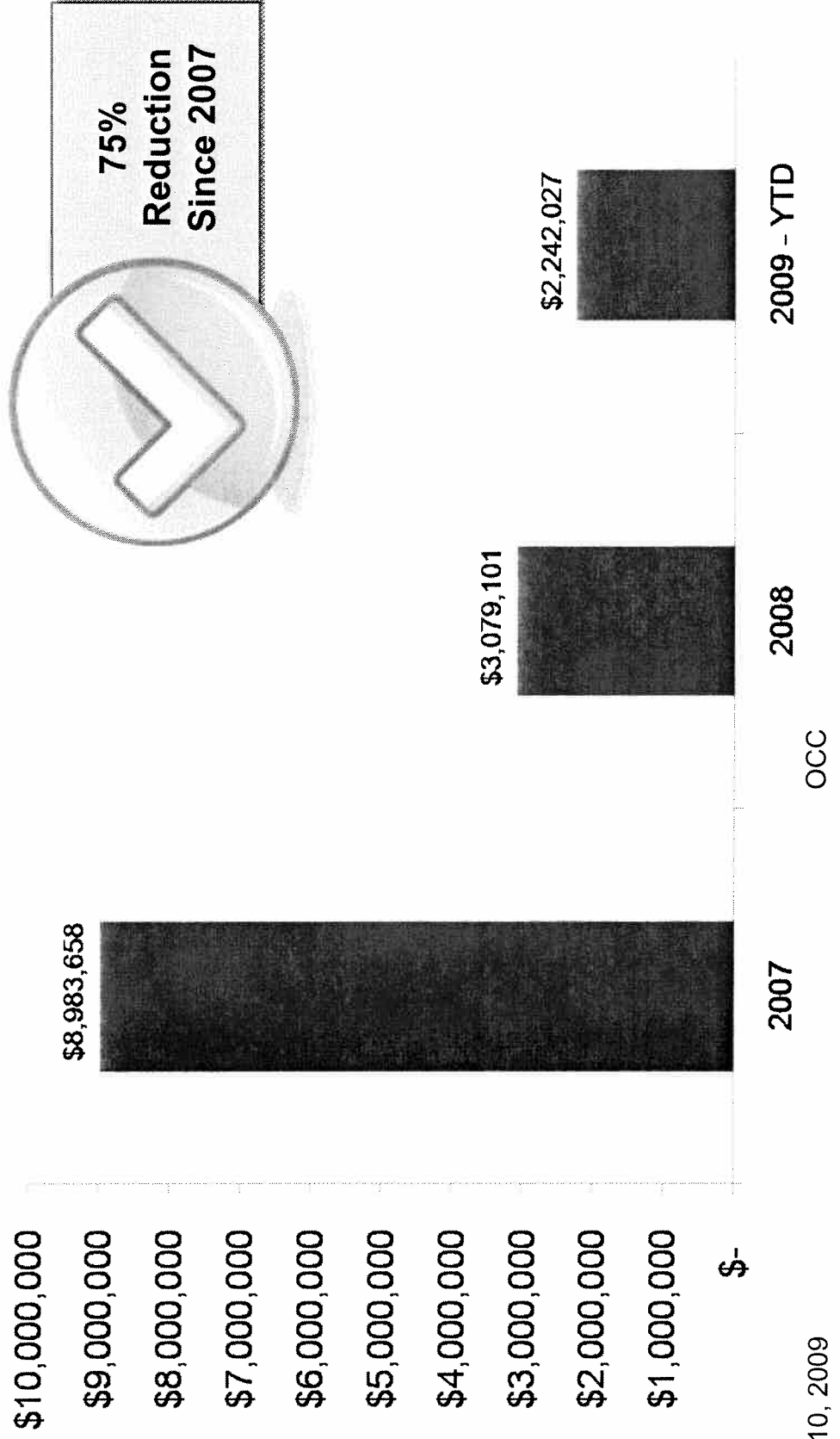
Received YTD by Type



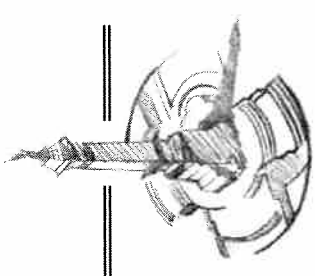
July 10, 2009

OCC

Outside Counsel Contract Value



Counseling: 2009 & 2010



■ 2009 Achievements

- Perry Township Fire Consolidation
- Ethics Training for all employees & appointees
- Department of Code Enforcement proposal
- Process developed to remove illegal benches
- Assisting Assessor with consolidation
- Technical Change Proposals
- Overhauled Northrop Grumman Contract with ISA

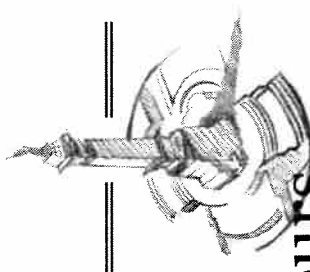
■ 2009-10 Initiatives

- Township Fire Consolidation with DPS & OFM
- Implement Lobbying Registration with OCE
- Overhaul Parking Ticket processing with OFM

Ethics Training Status

- 85% of All Employees Trained
 - 6,138 employees trained to date
 - 100% of agencies now have training scheduled
 - 15 agencies at 100% trained
 - 11 additional agencies have more than 85% trained
- 70% of All Appointees Trained
 - Most boards have 1 or 2 members that still need training
- Training will be completed in less than a year
(Training started on 9/24/08)

City Prosecutor: 2009 & 2010



■ 2009 Achievements

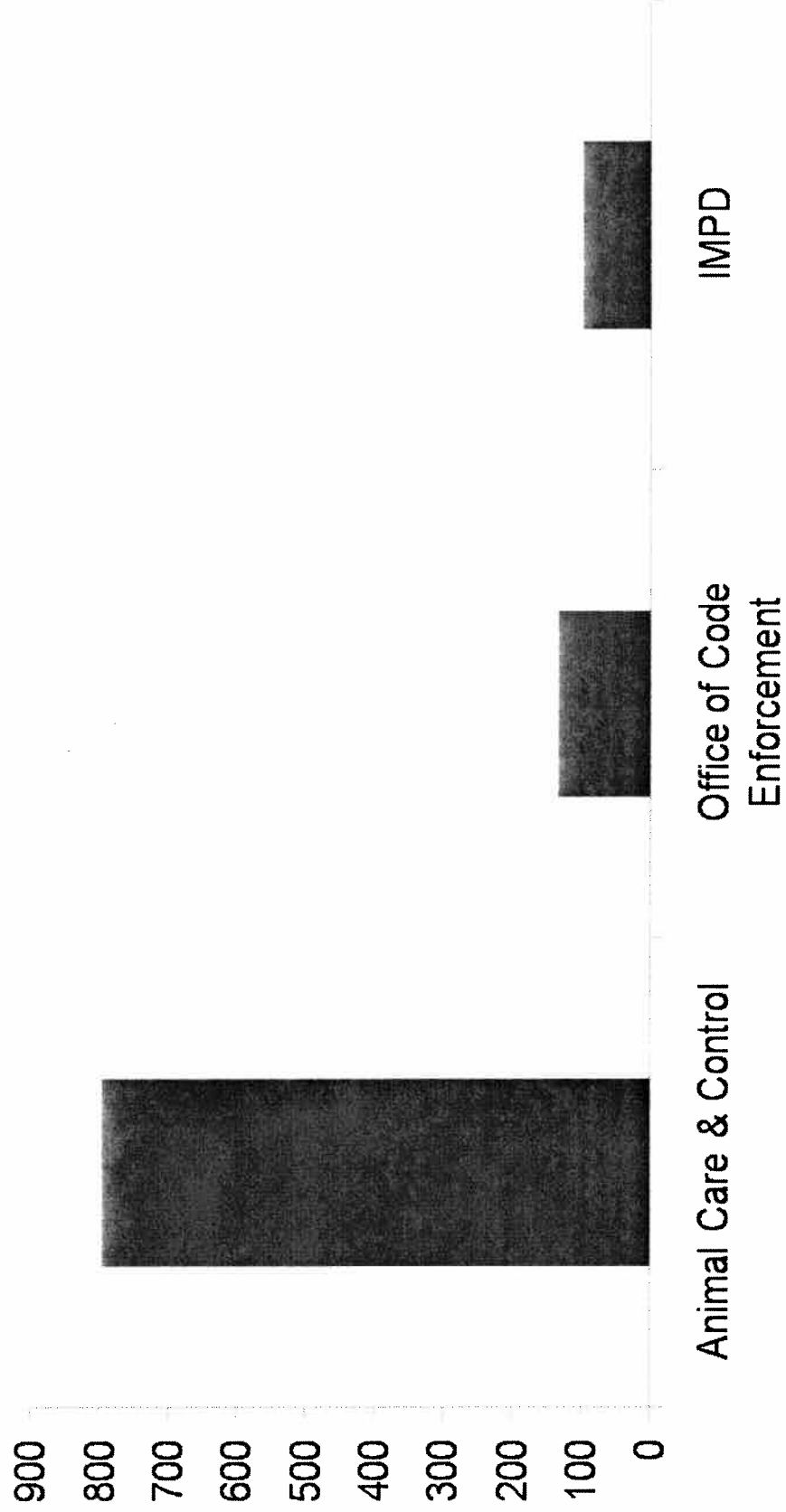
- Reduced case data-entry from 1 week to 24 hours
- Docket scheduling improvements to deliver a reduction in court time for zoning inspectors (2-4 hours/week savings)
- Improved coordination with clerk staff to eliminate cap of 25 new case filings per week and to expedite return of file-stamped documents

■ 2009-10 Initiatives

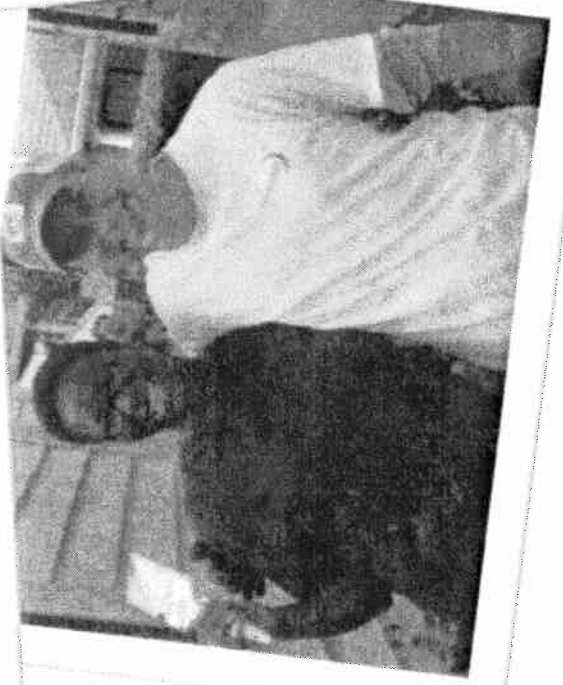
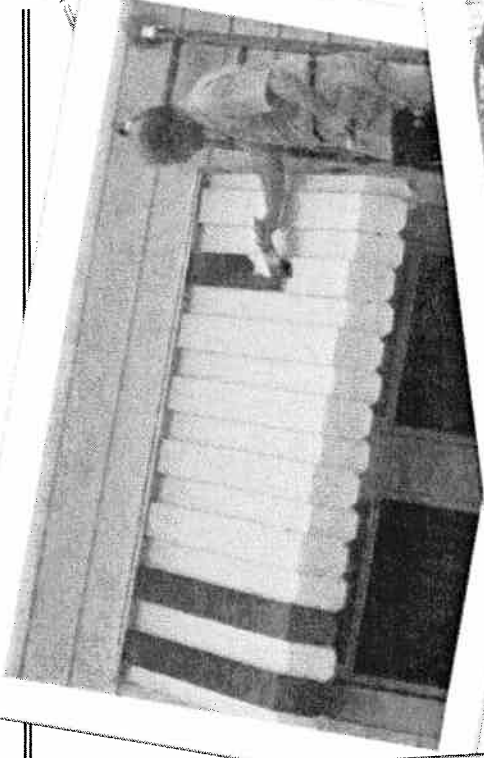
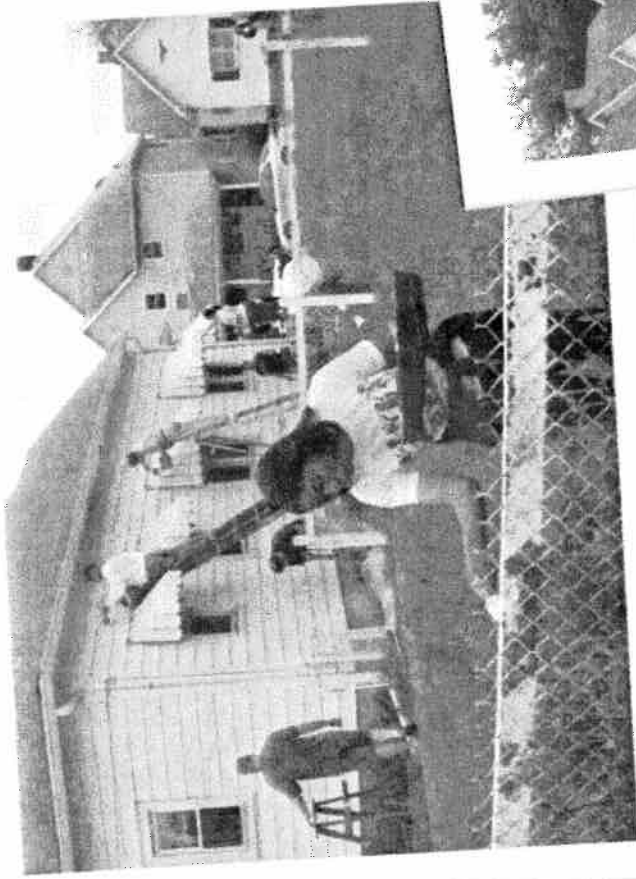
- Increase number of strategic case filings (Nuisance & Unsafe/Abandoned Premises)
- More Outreach: more aggressive print media strategy to highlight what City does to help keep our city clean

Prosecution:

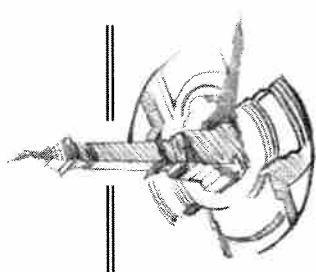
Jan – Jun 09, Cases by referring entity
(n = 2632 violations, 1015 discrete cases)



OCC SECO Cleanup

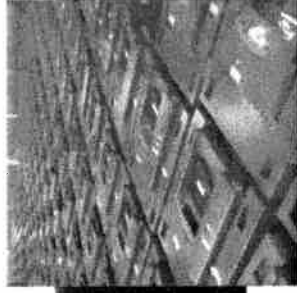


Wrap Up



Questions/Answers

Thank You!



Marion County Election Board 2010 Budget Presentation

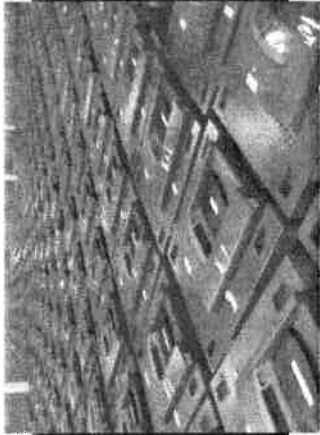


Presented by Marion County Clerk Beth White
August 18, 2009



Election Board

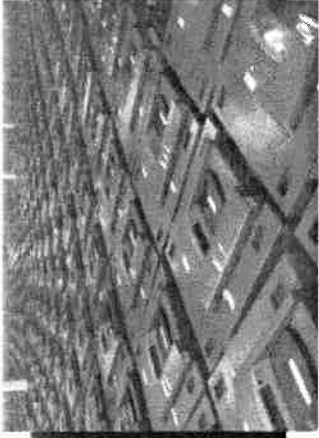
- Conduct fair and free elections
- Receive local campaign finance filings
- Not responsible for voter registration activities
- Administration
 - Three member board
 - 1 Democrat, 1 Republican, Elected Clerk
 - Seven full-time staff positions



Election Board

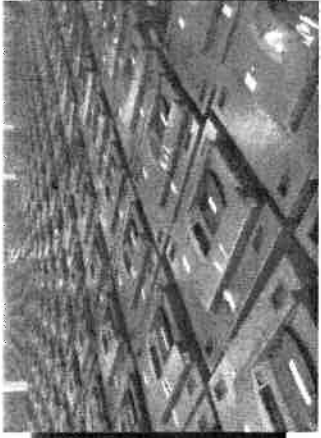
Comparison of Election Board Staff in Similar-Sized Cities

Place	Total Voters	Total Precinct	Full Time	Part Time
Columbus/Franklin County, OH	854,053	861	44	
Indianapolis/Marion County, IN	581,308	590	7	
Charlotte/Mecklenburg County, NC	627,498	195	25	15
Jacksonville, Duval County, FL	536,584	284	32	25
Louisville/Jefferson County, FL	501,986	522	36	
Austin, TX	466,854	207	7	12



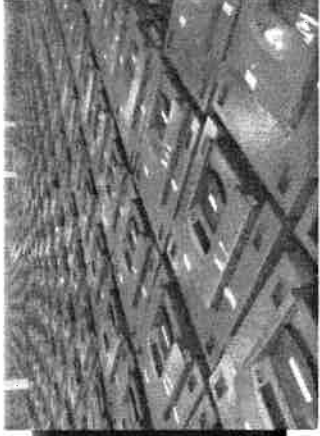
More Flexible Options

- Satellite early voting in Nov. 2008
 - North site: 23,467 voters
 - South site: 15,490 voters
 - Sites were open for 11 days
 - Absentee total for November 2008: 93,316
 - Includes mail, walk-in, traveling board, military
 - Walk-in early voting made up 79% of total traffic



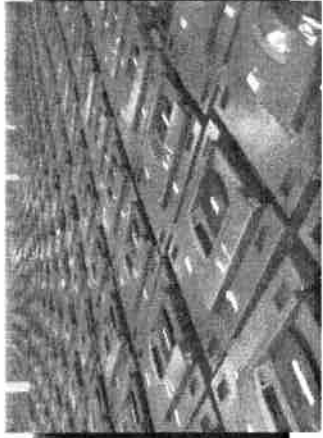
New Service Contract

- Reduces individual costs of services
- Provides for payment over six year term rather than lump sum
- Requires on-site coding of elections



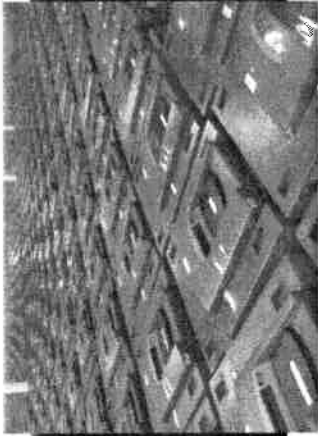
Other Accomplishments

- yVote!
 - Nearly 1500 students ‘cast’ a ballot in the mock presidential election
- Friends of Democracy
 - Recognized organizations for recruiting poll workers, registering voters, etc.
- Campaign Finance Web page
 - Made reports available for free online



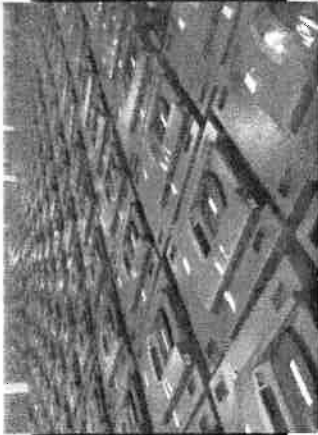
2010 Objectives

- New warehouse lease
- Improve poll worker training
- Pursue grant funding for yVote!
- Continue developing online campaign finance module



Budget Overview

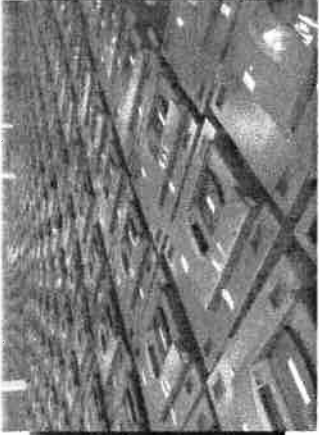
ELECTION BOARD 2010 Proposed	TOTAL 2010 REQUEST
TOTAL LABOR - 01	\$ 1,215,495
TOTAL SUPPLIES - 02	\$ 73,370
TOTAL SERVICES - 03	\$ 2,196,627
TOTAL CAPT'L EXPENSES - 04	\$ 10,000
TOTAL	\$ 3,495,492



Character 1: Salaries

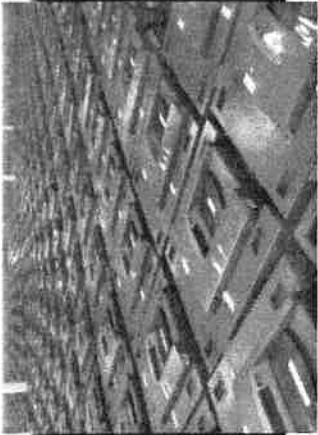
Character 1 - Labor	General Fund
2010 Proposed	\$ 1,215,495





Character 1: Salaries

- Seven full-time staff
- Reliance on seasonal workers during budget season



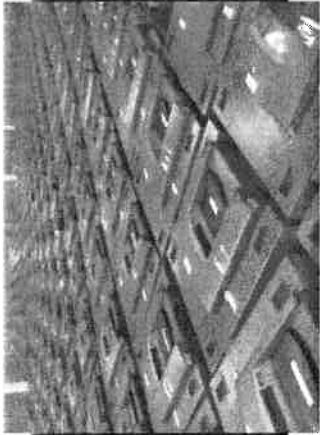
Character 2: Supplies

Character 2 - Supplies	General Fund	
2010 Proposed	\$	73,370



Character 2: Supplies

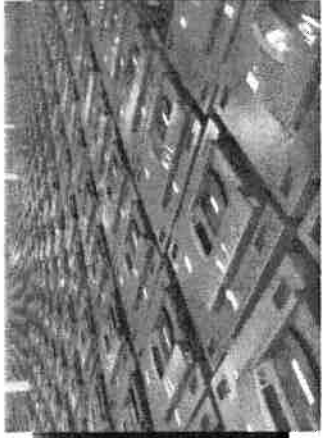
- Election-related supplies related to satellite sites (toner for ballot on demand printers)
- Materials required for inspector kits



Character 3: Services

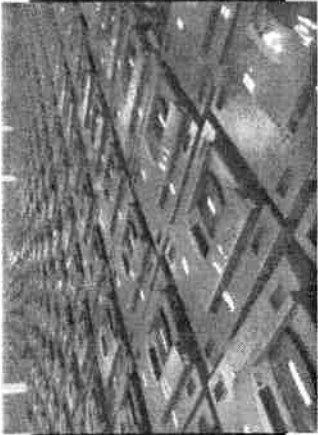
Character 3 - Services	
	General Fund
2010 Proposed	\$ 2,196,628





Character 3: Services

- New election services agreement
- Early voting satellite sites
- Potential warehouse move and the need for improved training space
- Continue development of online resourcing and outreach for campaign finance filing



Character 4: Capital

Character 4 - Equipment	
2010 Proposed	General Fund
	\$ 10,000





Questions?



Presented by Marion County Clerk Beth White
August 18, 2009

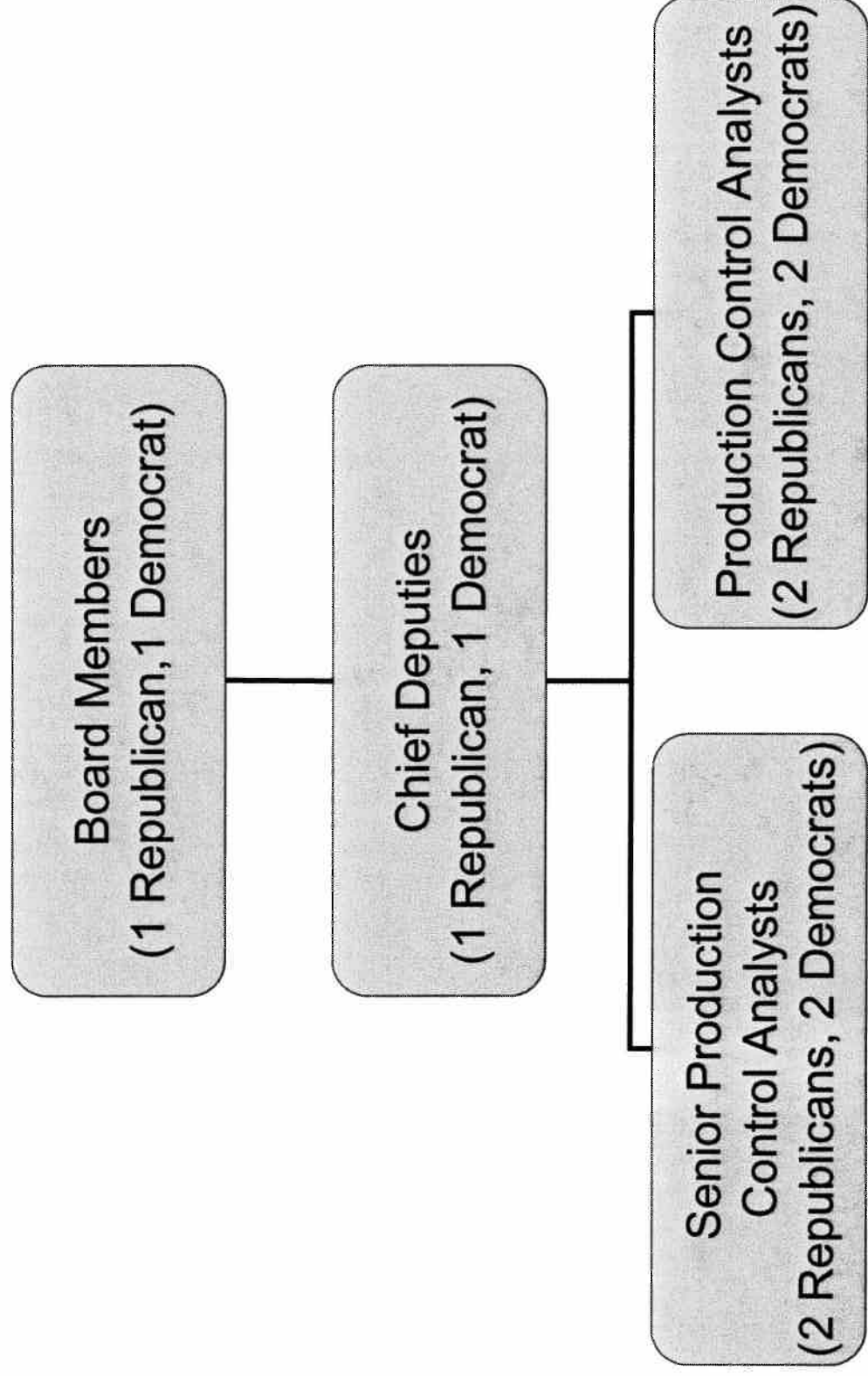
Marion County Board of Voters Registration

2010 Proposed Budget

Mission Statement

- To provide opportunities in an equitable and courteous manner for all qualified citizens of Marion County to register to vote.
- To promote the integrity of the electoral process by maintaining accurate and current voter registration records used in election.
- To be an information resource regarding voter registration.

Organizational Chart



Character 01

Personal Services

■ Highlights:

Regular Salaries remains the same

\$509,850

Part-Time/Temporary Salaries reinstated

\$ 23,502

Fringes

\$178,169

■ Total Character 01

\$711,521

Character 02

Supplies

- Includes post cards, printer toner, paper, computer discs, and miscellaneous office supplies.

- Total Character 02
\$ 14,726

Character 3

Other Services and Charges

- Includes Postage, Printing, Telephones, Building Rent, ISA Expenditures, and Corporation Counsel
- Postage and printing budgets reduced.
- Total Character 03
\$269,833

Character 04

Capital

- Needed to replace heavy duty, high speed scanner/printer.
- Total Character 04
\$5,000

Overall Proposed Budget

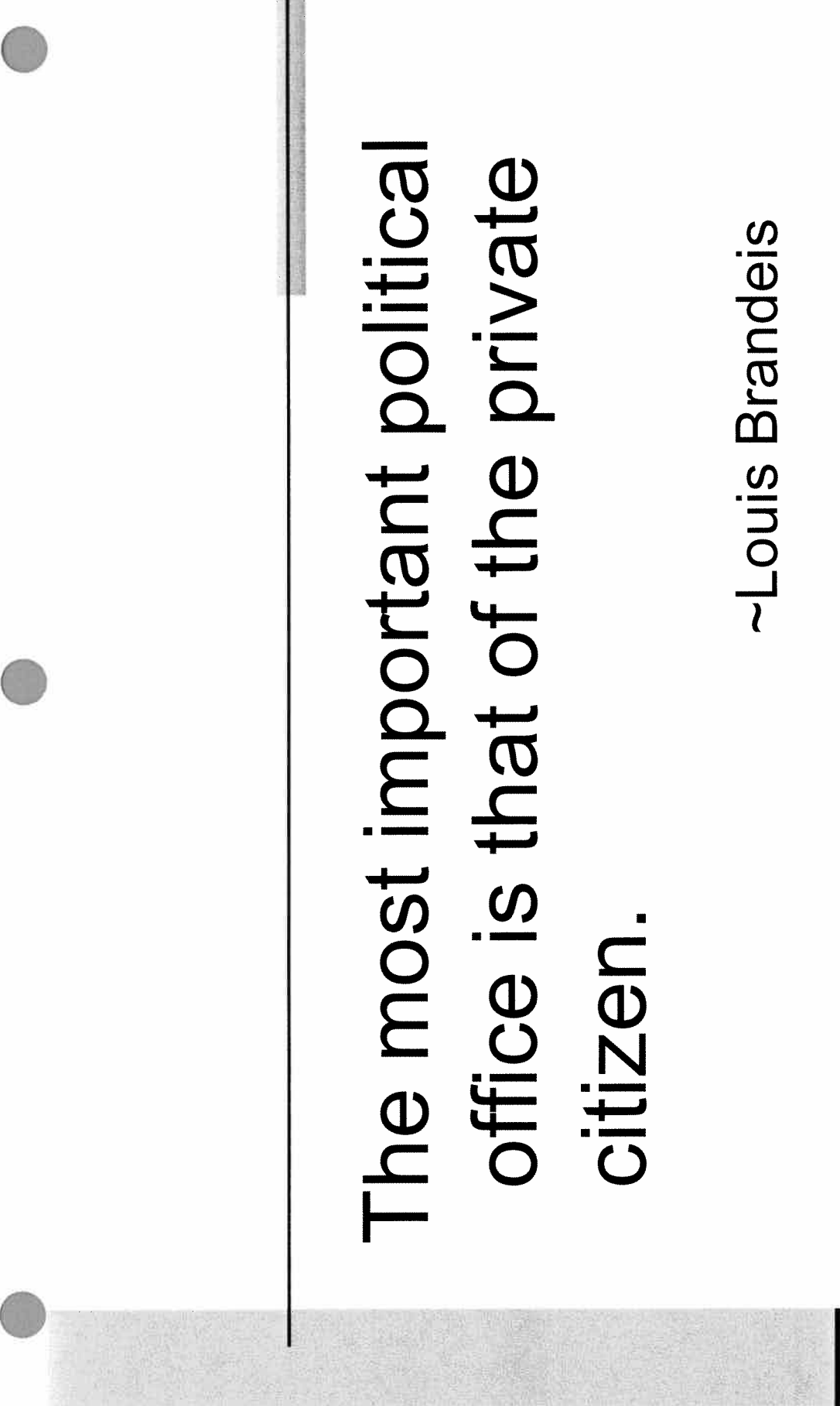
■ Character 01, Personal Services	\$ 711,521
■ Character 02, Supplies	\$ 14,726
■ Character 03, Other Services/Charges	\$ 269,833
■ Character 04, Capital	\$ 5,000
Total 2010 Proposed Budget	\$1,001,080

Registration Information

■ **To register or update your registration you may do so at the following locations:**

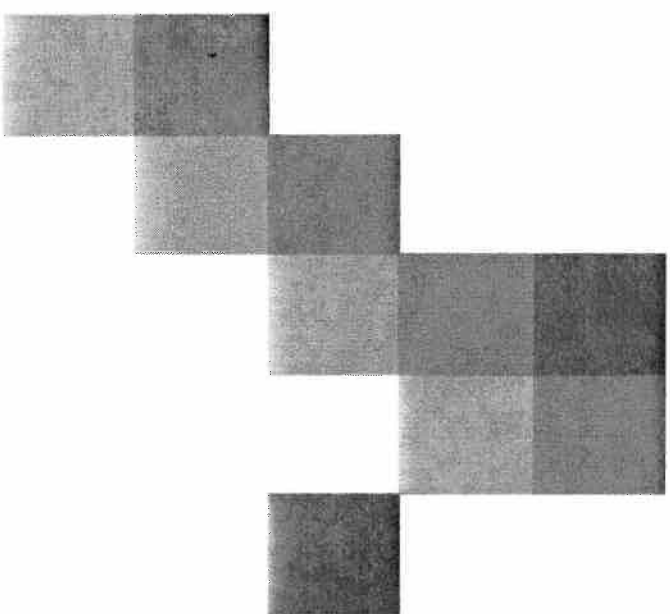
- Office of the Board of Voters Registration (City-County Building, Room W131)
- any BMV
- Indiana Election Division (State Office Building)
- or obtain the form at http://www.indy.gov/eGov/County/Clerk/PDF/Election/VRG-7_50504.doc
or http://www.in.gov/sos/elections/vote_reg.html

Registration for the Referendum Elections
ends Monday, October 5, at 5 p.m.




The most important political
office is that of the private
citizen.

~Louis Brandeis




Marion County Recorder's Office 2010 Budget Presentation

Julie L. Voorhies
Marion County Recorder




Marion County Recorder's Mission Statement

- Maintain the Recorder's Office as a progressive office moving towards effective public service .
- In performance of our duties in the Recorder's Office, we will serve the public with the highest standards and quality services possible.
- Manage public records in an accurate and efficient manner.
- Provide an office environment that encourages employees in all departments to reach and maintain their highest potential.
- Strive to gain the highest level of confidence from the community.
- Maintain and make accessible to the public all Marion County real estate documents using the highest level of industry standards and technology.



Marion County Recorder's Duties and Responsibilities

- Record real property documents.
- Record miscellaneous documents submitted for recording, providing it meets essential requirements
- Maintain all recorded documents in multi-media format.
- Provide public access to all recorded documents.
- File Uniform Commercial Code Instruments.
- Record DBA's
- Record Discharge Documents
- Supplies copies of any instrument and certifies upon request.
- Maintain and index all recordings
- Collect appropriate recording fees
- Distribute fees to other agencies as required by law.
- Review each document for recording requirements.
- Return recorded instrument to presenter.
- Redact social security identification numbers from previously recorded documents.
- Provide accurate search of previously recorded documents upon request.
- Manage telephone, e-mail, walk-in and mail inquiries of the real estate recording process.
- Scan and produce micro-film copies of all submissions.
- Maintain accurate account of receipts.
- Operate office within laws and mandated budget.



Marion County Recorder's Funds

Perpetuation Fund – (IC 36-2-7) The county recorder may use any money in this fund without appropriation for the preservation of records. These funds revert back to the Perpetuation Fund at the end of the year. The Recorder voluntarily participates in the appropriation process for this fund to provide transparency and continuity of public service.

General Fund - The county recorder uses this fund to pay a portion of the staff salaries and benefits. These funds will revert to the county general fund at the end of the year.

Enhanced Access – (IC 5-14-3-8.3) Must be used to enhance access of public records. The Recorder's office typically receives 80% of the collected fees.

County Security Identification Fund - IC 36-2-7.5-6 and 36-2-7-705-11, (\$2) fee collected at the time of recording of this chapter. A county recorder may use money in the fund only to purchase, upgrade, implement, or maintain redacting technology used in the office of the county recorder.

Revenues

Recorder's Revenues	2009 Projected Revenue
Fees for services, Enhanced access fees, Security ID fee	\$ 3,508,027

- **The Recorder's Office is funded both by the fees collected for the Perpetuation Fund and fees collected for recording deposited in the General Fund.**

Character 1 - Personal Services

2009 Adopted Budget	\$ 1,253,739
2010 Proposed Budget	\$ 1,139,361
Difference	(\$114,378)

Character 1 Challenges - Increasing the recommended percentage for health and benefits, Responding to Budget crisis by accepting the recommendations from OFM .

Character 1 Enhancements – Eliminating FTE’s through attrition using technology. Working with other agencies to eliminate redundancy and streamline processes, saving on staff time.

Character 2 – Supplies

2009 Adopted Budget	\$ 26,675
2010 Proposed Budget	\$ 32,171
Difference	\$ 5,496

Character 2 Challenges – Rising cost of supplies, cost of archiving records, tracking of supplies, waste and redundant purchases .

Character 2 Enhancements - Track and secure supplies to limit waste and need to purchase, implement changes in staff processes to save on supplies, buy in bulk, sharing expense with other agencies. Implementing e-recording and moving to a paperless environment; saving on supplies and turn around time of document.

Character 3 – Other Services and Charges

2009 Adopted Budget	\$ 578,926
2010 Proposed Budget	\$ 699,184
Difference	\$ 120,258

Character 3 Challenges – Increase in postage, telephone expenses, contract services and parking expenses. Repairing and re-filming damaged and deteriorating microfilm. Digitizing microfilm and microfilming digital images.

Character 3 Enhancements - Contracts will be limited to service, maintenance, current leases and technology upgrades. The technology upgrades must streamline processes and save staff time. Share cost of bulk imaging with other agencies. Implementing e-recording saving staff time and microfilm expenses.

Character 4 - Capital

2009 Budget	\$ 323,988
2010 Budget	\$ 169,851
Difference	\$ (154,137)

Character 4 Challenges – Purchasing updated equipment and technology to save staff time.

Character 4 Enhancements – Save staff time by implementing e-recording. Save paper allowing the public to e-record. Scanning all documents and sending to other agencies for review electronically. Digitize paper and filmed records that have not been imaged and that are damaged. Imaging all documents will allow staff to manage documents faster saving staff time. Sharing compatible software with other agencies that are a part of the real estate document management and speed, enterprise wide, document management.



2010 Budget Summary

2010 Revenue \$3,508,027

2010 Expenses

Character 01 \$1,139,361

Character 02 \$ 32,171

Character 03 \$ 699,184

Character 04 \$ 169,851

Total \$2,040,567

2010 Revenue vs. Expenses \$1,467,460

2009 Expenses \$2,183,328

* 6.5% Cut from 2009 to 2010 (\$142,761)

Marion County Recorder Marion County Surveyor Memorandum of Understanding (MOU)

The Marion County Recorder and Marion County Surveyor are Sharing Cost and Expenses through a MOU.

The MOU is an agreement to share the cost and expenses of daily office operations. The agreement includes:

- Sharing the expense of office space.

- Sharing the expense of supplies through bulk purchases.

- Sharing the expense of equipment by sharing major equipment and combining purchases.

- Sharing the cost of staff and staff services.

Note: The individual offices are autonomous and only share expenses and staff services. Nothing in this agreement is designed to eliminate or take over the duties of each respective office or elected official.

Marion County Recorder Marion County Surveyor Memorandum of Understanding (MOU)

Expense	Land Surveyor after MOU	Recorder After MOU
Administration	\$ 22,000	(\$ 22,000)
Staff	\$ 11,000	(\$ 11,000)
IT Staff	\$ 4,000	(\$ 4,000)
Supplies/Equipment	\$ 155	(\$ 155)
Space Rental	\$ 19,000	(\$ 4000)
Totals	\$ 56,155	(\$ 41,155)

* Includes \$8,000 in benefits

Benefits to Surveyor

Surveyor hired additional staff to maintain office and perform state mandated task. Surveyor saved cost on expenses by purchasing in bulk. Surveyor cut space rental over half. Surveyor now uses IT staff for purchasing and planning.

Total revenue enhancement for Surveyor from MOU \$ 56,155

Benefits to Recorder

Recorder cut one full time FTE. Recorder shares cost of expenses on supplies, space and IT staff.

Total savings for Recorder as a result of MOU \$ 41,155

Resulting in \$ 97,310 combined additional operating expenses.

Marion County Surveyor's Office 2010 Budget Presentation

Debra S. Jenkins
Marion County Surveyor

Marion County Surveyor's Mission Statement

IC 36-2-12

- Maintain original U.S. Public Land System Section Corners which provide the basis for all property boundaries in Marion County.
- Maintain and make accessible surveys, legal surveys, right-of-ways, plats, and other vital documents needed by land surveyors, engineers, and the Public.
- Provide surveying services and expertise to other government entities of Marion County and the City of Indianapolis.

Surveyor's Funds

- **Surveyor's Perpetuation Fund** \$5.00 is collected for each deed that is recorded.
IC 36-2-7-10
- **Surveyor's General Fund** pay a portion of the salaries, benefits, supplies, and services. Copy fees are deposited into this fund as well. **IC 5-14-3-8.**
- **Possible Federal Grant** National Endowment for the Humanities (Preservation)

Surveyor's 2010 Revenues

Fund	2010 Budgeted Revenue
Corner Perpetuation Fund	\$155,000
General Fund	\$400
Federal Grant Funds	\$233,100

- This Office is mainly funded by a portion of recording fees and copy fees.
- Applied for a federal grant for a one time project to preserve and digitize maps, books, and other pertinent historical documents.
- The County Surveyor and Recorder have entered into a Memorandum of Understanding to share space, equipment and staff to save tax dollars.

Cost Challenges for 2010

- Inefficient, outdated and unusable Equipment and software.
- Fleet of vehicles needing to be replaced.
- Deteriorating Maps and Land Records.
- Annual increases in Wages, Benefits, and Health Care.
- Retaining quality staff.
- Digitizing, restoring and preserving Maps and Land Records.

Character 01 – Personal Services

2009 Adopted Budget	\$407,235
2010 Budget	\$372,564
Difference	(\$34,671)
Grant Budget (2010 only)	\$30,892

- Sharing staff with County Recorder per Memorandum of Understanding.
- Applied for a grant to preserve and digitize maps and that will alleviate some salaries and benefits.

Character 02 - Supplies

2009 Adopted Budget	\$28,615
2010 Budget	\$20,426
Difference	(\$8,189)
Grant Funds (2010 Only)	\$60,500

- Sharing supplies and equipment with County Recorder per Memorandum of Understanding.
- Our new technical staff help save on supplies by utilizing electronic processes.
- Applied for a grant to preserve and digitize maps, that will alleviate the cost of some supplies and equipment.

Character 03 - Services

2009 Adopted Budget	\$99,710
2010 Budget	\$81,524
Difference	(\$18,186)
Grant Budget (2010 Only)	\$141,708

- Sharing services with County Recorder per Memorandum of Understanding.
- Savings on services by providing our own in house service.
- Applied for a grant to preserve and digitize maps.

Character 04 – Capital Assets

2009 Budget	\$32,778
2010 Budget	\$26,000
Difference	(\$6778)

- Vehicles are in disrepair and need to be replaced. We will replace one each year.

2010 Budget Summary

■	<u>Expenses</u>	
■	Character 01	\$403,456
■	Character 02	\$ 80,926
■	Character 03	\$223,232
■	<u>Character 04</u>	<u>\$ 26,000</u>
■	Total	\$733,614
■	Revenue	\$388,500

- A total of \$35,046 has been saved for 2010 out of the Perpetuation and General Fund for a total of 6.5% cuts to the 2010 budget.
- We will receive a grant for a one time project to preserve and digitize maps and land records in the amount of \$233,100.
- In response to the budget crisis we have accepted recommendations from OFM.